

# Formatting a Hard Copy Safety Investigation Report

Note:

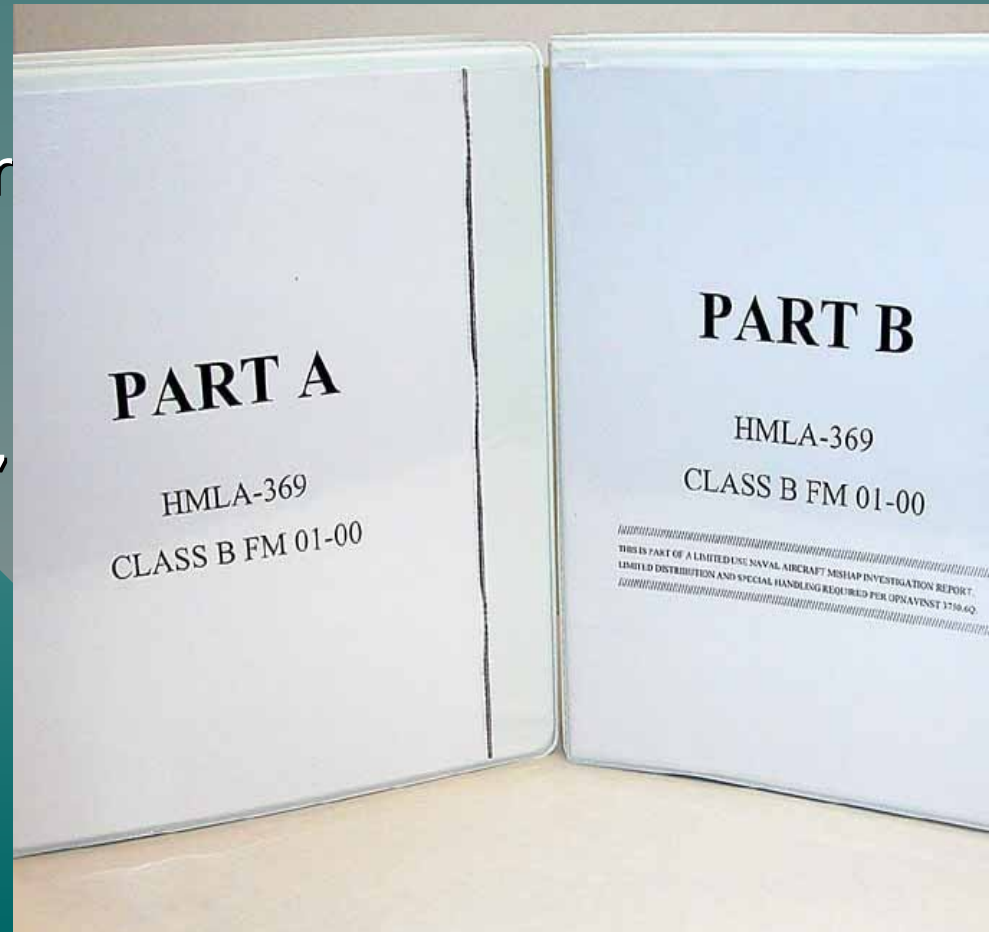
This presentation is  
for the purpose of giving  
initial guidance in the formatting  
of a hard copy SIR.

# Naval Aviation Safety Program

- When completing a Safety Investigation Enclosure packet reference OPNAVINST 3750.6R
- Paragraph 707.b
- Paragraph 716

# Cover Document

- When getting enclosures together, use 3-ring binders for the information.
- Always put Unit, Class, Serial Number, Date of Incident and Part A or B on outside cover.



# Outside Cover Continued

- Spine should contain the same information as the cover.



# Privileged Information Statement

- This statement must be on the cover and spine for all information in the Privileged Section of the enclosure (Part B).

THIS IS A PART OF A LIMITED-USE NAVAL AVIATION SAFETY INVESTIGATION REPORT. LIMITED-DISTRIBUTION AND SPECIAL HANDLING REQUIRED BY OPNAVINST 3750.6R.

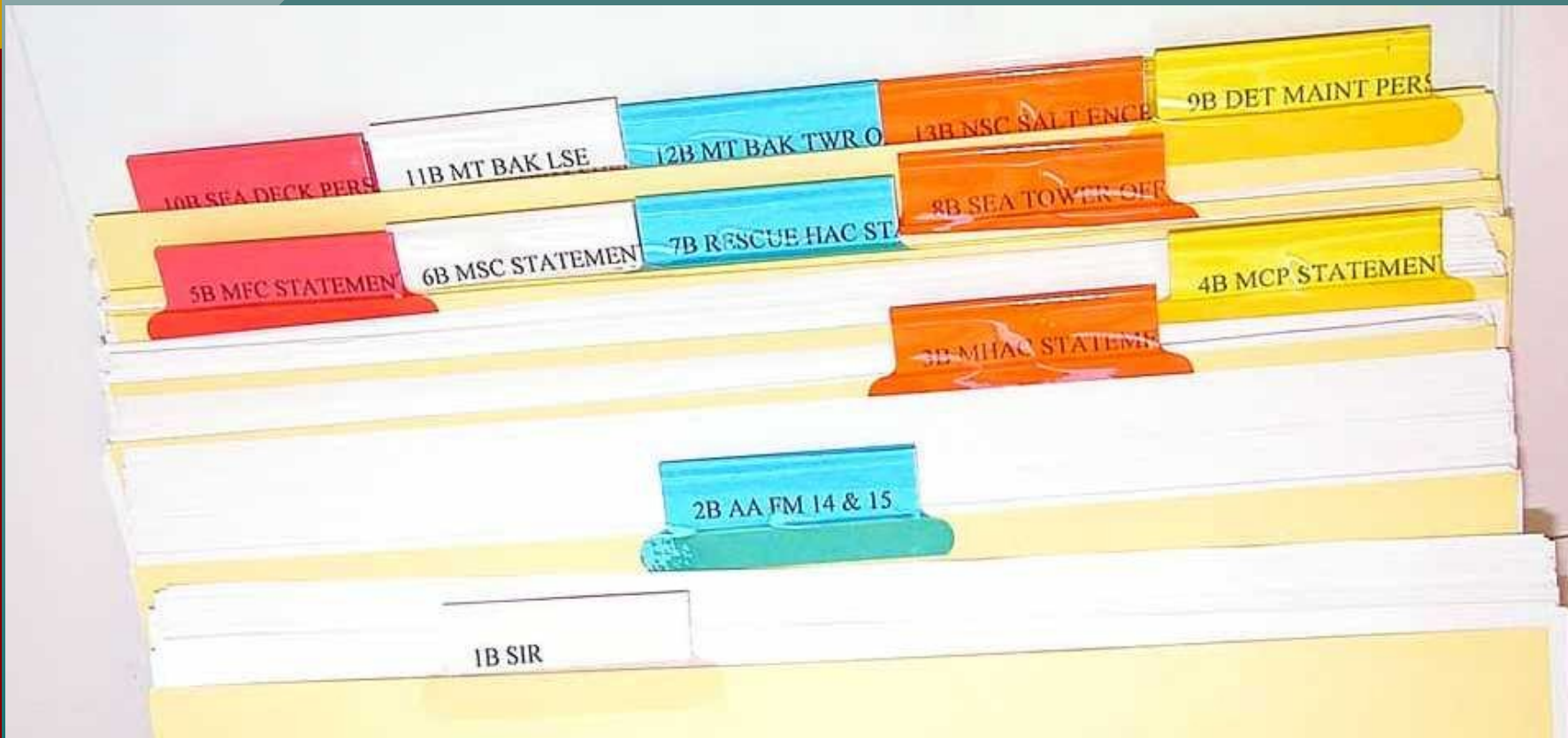
# Preferred Organizational Format

- The following pages show the Table of Contents on individual tabs. This is the preferred method of organization as there is no cross referencing to the Table of Contents.

# Tabbing Example for Part A



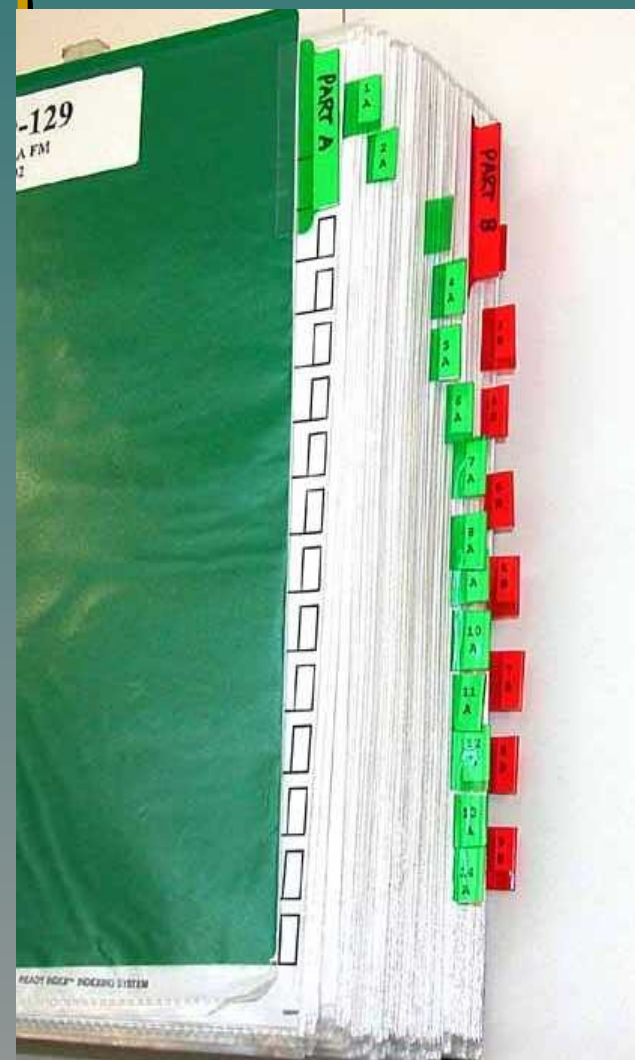
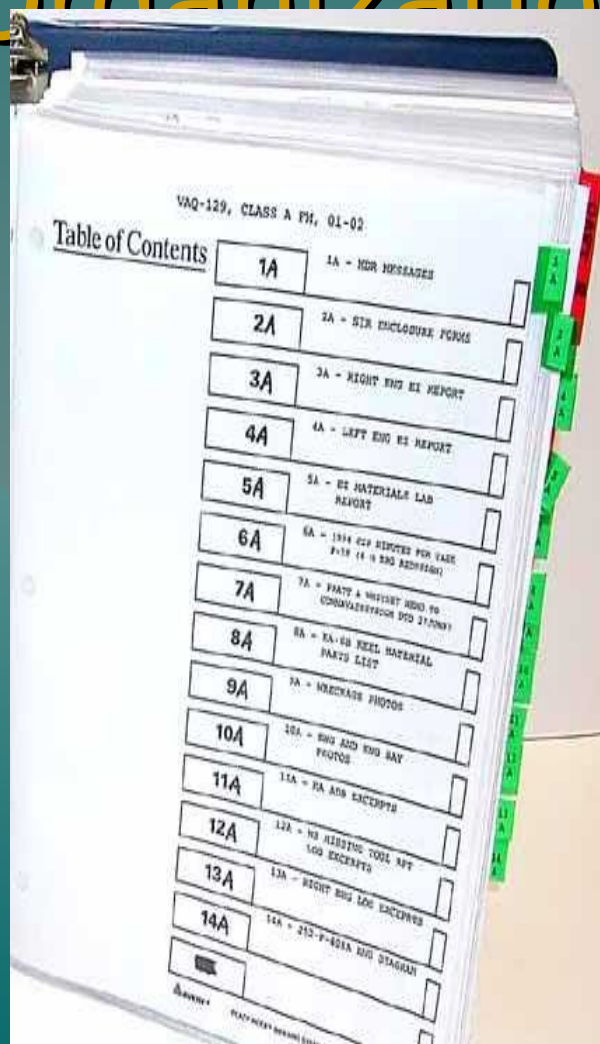
# Tabbing Example for Part B





# Other Types of Organization

- There are several choices for the organization of material in the report. You may also use a Table of Contents with Tabs listing the sections.



# Types of Table of Contents

- This is another example of a Table of Contents with Tabs.

<u>PART A</u> <u>TABLE OF CONTENTS</u>	<u>PART B</u> <u>TABLE OF CONTENTS</u>
(1A) COPY OF FINAL MR MESSAGE	(1B) COPY OF MR MESSAGE
(2A) LIST OF NON-PRIVILEGED FACTUAL DATA	(2B) AEROMEDICAL ANALYSIS
(3A) MR ENCLOSURE FORM 01, GENERAL INFORMATION	(3B) STATEMENTS/INTERVIEWS WITH MP
(4A) MR ENCLOSURE FORM 02, INDIVIDUAL BACKGROUND DATA (MP, MCP, MCC, MAO)	(4B) STATEMENTS/INTERVIEWS WITH MCP
(5A) MR ENCLOSURE FORM 03, MEDICAL INFORMATION (MP, MCP, MAO)	(5B) STATEMENTS/INTERVIEWS WITH MCC
(6A) MR ENCLOSURE FORM 04, AVIATION PHYSIOLOGY, EGRESS AND WATER SURVIVAL TRAINING DATA (MP, MCP, MCC, MAO)	(6B) STATEMENTS/INTERVIEWS WITH MAO
(7A) MR ENCLOSURE FORM 06, ESCAPE, EGRESS DATA (MP, MCP, MCC, MAO)	(7B) STATEMENTS/INTERVIEWS WITH SECTION LEAD PIC
(8A) MR ENCLOSURE FORM 09, AIRCREW DATA (MCC, MAO)	(8B) STATEMENTS/INTERVIEWS WITH SECTION LEAD CP
(9A) MR ENCLOSURE FORM 11, IMPACT DATA	(9B) STATEMENTS/INTERVIEWS WITH SECTION LEAD CC
(10A) MR ENCLOSURE FORM 13, METEOROLOGICAL DATA	(10B) WITNESS STATEMENT- ASSAULT PILOT #1
(11A) COPIES OF AIRCREW DESIGNATION LETTERS	(11B) WITNESS STATEMENT- ASSAULT PILOT #2
(12A) PHOTOGRAPHS OF MISHAP SITE	(12B) WITNESS STATEMENT- ASSAULT PILOT #3
(13A) IMLA-69 FLIGHT SCHEDULE DATED 12 SEP 00	(13B) AMB COMPUTED WEIGHT AND BALANCE CALCULATIONS
(14A) FLIGHT WEIGHT AND BALANCE	
(15A) FLIGHT ORM RISK ASSESSMENT WORKSHEET	
(16A) MISSION KEYBOARD SMART PACK	
(17A) CRASH SITE DIAGRAM	
(18A) ADD EXCERPTS	
(19A) ARFF LOGBOOK ENTRIES FROM 12 SEP 00	

# Enclosures - Tapes or Disks

- Tapes or disks must be clearly marked with all

## INFORMATION REQUIRED ON TAPE

1. SQUADRON
2. CLASSIFICATION OF  
MISHAP
3. SERIAL NUMBER WITH  
FISCAL YEAR
4. SAFETY INVESTIGA-  
TION REPORT (SIR)
5. DATE MISHAP  
OCCURRED



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# Close

- Hopefully, these general guidelines will help you when you are putting your Safety Investigation Enclosure packet together.
- Should you require assistance or guidance beyond that offered here and in OPNAVINST 3750.6R, you may reach the Naval Safety Center at (757) 444-3520.